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## *Investor Services Intern*

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## 1. Role summary

FLSV Fund Administration Services, a Sanne Group Company, is a premier fund administration service provider of alternative assets located across the globe. SANNE is a fast growing firm expanding its operational support model with resources located in Belgrade.

We are recruiting for an Investor Services intern, which is a unique role that integrates finance, communications, compliance and technology concepts to support private equity fund clients and their investors.

The Investor Services intern will process investor data, capital calls, distributions, tax documentation and perform ad hoc projects. This role is a combination of administrative and accounting work with a growing team.

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**Title:** *Investor Services Intern*

**Office:** *Belgrade*

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## 2. Key responsibilities

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- Data Review
- Data entry/update
- Strong written and verbal skills
- Proficiency in Excel and Word
- Ability to multi-task
- Additional ad-hoc responsibilities as assigned
- Special projects as assigned

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## 3. Skills / experience required

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- 3<sup>rd</sup> or 4<sup>th</sup> year student of the Faculty of Organizational Sciences
  - Strong PC skills including Outlook, Word, Excel and PowerPoint
  - Strong communication skills - oral and written
  - Strong attention to detail
  - Proactive; self-motivated and goal oriented
  - Ability to work under tight deadlines and pressure
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## 4. About Sanne

SANNE is a specialist global provider of outsourced corporate, fund and private client administration, reporting and fiduciary services. Established for over 25 years and listed on the Main Market of the London Stock Exchange, SANNE employs more than 1000 people worldwide and administers structures and funds that have in excess of £160 billion of assets. Key clients include alternative asset managers, financial institutions, family offices, UHNWIs and corporates. SANNE has a presence in established, international financial centres spread across the Americas, Europe, Africa and Asia-Pacific.

[www.sannegroup.com](http://www.sannegroup.com)